



**COUNTY OF LOS ANGELES –
DEPARTMENT OF MENTAL HEALTH**



**Healthy Way LA (HWLA) Contract Providers' Meeting
Administrative Operations**

**Tuesday, January 17, 2012
1:00 p.m. – 2:20 p.m.**

**St. Anne's Conference Center
Foundation Room
155 N. Occidental Boulevard
Los Angeles 90026**

- | | |
|--|---------------------------------|
| I. Welcome and Purpose of Meeting | Lisa Wicker |
| II. Contract Amendment to Add "Matched Program Pending" | Lisa Wicker |
| III. Referral Processes and Tracking | Krista Scholton |
| A. 30-day Access Requirement | |
| B. Referral Tracking | |
| IV. Eligibility Screening and Enrollment | Judy Porter-Wherry |
| A. Patient Financial Information (PFI) | |
| V. Integrated System (IS) | John Ortega and
Charlie Diaz |
| A. Functionality | |
| B. Log-on and Navigation | |
| C. Claiming | |
| D. Key IS Reports | |
| E. Electronic File Transfer (EFT) | |
| VI. Administrative Documentation for Opening/Closing Client Episodes | Jennifer Hallman |
| VII. Closing Remarks/Next Steps | Lisa Wicker |